

**CAMBORNE TOWN COUNCIL  
STAFFING COMMITTEE 7th SEPTEMBER 2017**

MINUTES of the meeting of the Staffing Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on 7<sup>th</sup> September 2017 at 10.00am

PRESENT Councillor Mrs V Dalley (Chairman)  
Councillor R C Godolphin (Vice Chairman)  
Councillor M Champion  
Councillor J P Collins  
Councillor Z Fox  
Councillor M Pearce  
Councillor G Winter (from point mentioned)

In Attendance: Amanda Mugford, Town Clerk. Mr M Allen Cornwall Local Government Pension Scheme, until point mentioned.

The Chairman explained the safety procedures to all present.

**S.142 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**S.142.2 RESOLVED to receive and approve apologies from Councillors Winter for late arrival**

Proposed by Councillor Collins  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.143 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25**

The Town Clerk declared an interest in items S.148 and S.149 as she was a member of the Local Government Pension Scheme; she would not participate in the meeting during these items and would remain in the room for the purpose of taking the minutes only.

The Town Clerk also declared an interest in S.158 (d) and would leave the room for this item.

**S.144 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.145 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements

**S.146 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 22<sup>nd</sup> JUNE 2017**

- S.146.2 RESOLVED** to receive and approve the minutes of the Staffing Committee meeting held on 22<sup>nd</sup> June 2017

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously by all entitled to vote.

- S.147 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

Councillor Godolphin enquired about staff parking arrangements following the Council's move to the library in May 2018. The Town Clerk responded that she had not received a reply from the Community Centre; the Chairman said she would follow this matter up with the Community Centre Administrator.

- S.148 TO RECEIVE INFORMATION FROM MR M ALLEN, EMPLOYER LIAISON CORNWALL COUNCIL PENSION FUND REGARDING EMPLOYER DISCRETIONARY POLICY OPTIONS FOR THE CORNWALL LOCAL GOVERNMENT PENSION SCHEME**

- S.149 TO REVIEW EMPLOYER DISCRETIONARY POLICIES UNDER THE CORNWALL LOCAL GOVERNMENT PENSION SCHEME AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

**Items S.148 and S.149 were taken together.**

Mr Allen explained that the Local Government Pension Scheme discretionary policies were entirely at the Town Council's discretion. He was unable to offer legal advice but could provide information on the implications of the policy options, with particular guard to cost and liability. He proceeded to go through each of the discretionary policies detailing the possible advantages and disadvantages of each option with the reference to the Cornwall Pension Fund Employer Newsletter April 2014. He advised that the policies should be reviewed in a reasonable time, e.g. every 12 to 18 months.

Councillors asked numerous questions to clarify their understanding of each of the policies and the implications for the Council and its employees.

- S.149.2 RESOLVED** to recommend to Full Council that there be no change on the discretionary policy concerning Additional Voluntary Contributions (Regulation 17)

Proposed by Councillor Godolphin  
Seconded by Councillor Champion.

On a vote being taken the motion was approved unanimously.

- S.149.3      RESOLVED                      to recommend to Full Council  
that there be no change on the  
discretionary policy concerning  
Any Waiving Actuarial for early  
retirement (Regulation 30(8))**

Proposed by Councillor Champion  
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.149.4      RESOLVED                      to recommend to Full Council  
that there be no change on the  
discretionary policy concerning  
'switching on' the 85 Year Rule  
for early retirement age  
(Transitional Provisions  
Regulations). .**

Proposed by Councillor Collins  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

There was a debate about the definition of considerations that could be taken in to account to allow early retirement on compassionate grounds.

- S.149.5      RESOLVED                      to recommend to Full Council  
that there be no change on the  
discretionary policy concerning  
early retirement on  
compassionate grounds  
(Regulation 30 (5)) with the  
addition of 'it would be  
considered depending on the  
circumstances on a case by case  
basis'**

Proposed by Councillor Collins  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

- S.149.6      RESOLVED                      to recommend to Full Council  
that there be no change on the  
discretionary policy concerning  
Flexible Retirement.**

Proposed by Councillor Collins  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

- S.149.7 RESOLVED** to recommend to Full Council that there be no change on the discretionary policy concerning Increase of Pension by Employer (Regulation 31).

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

Councillor Winter entered the meeting at 10.29am.

- S.149.8 RESOLVED** to recommend to Full Council that there be no change on the discretionary policy concerning Transfer of Service into the LGPS (Regulation 100).

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

- S.149.9 RESOLVED** to recommend to Full Council that it does not extend the 30 day deadline for a member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve force service leave) (LGPS Regulations 2013 16(6)) .

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously

The Chairman thanked Mr Allen for his clear explanations which had been a great help. Mr Allen left the meeting at 10.41am.

- S.150 TO RECEIVE THE CURRENT NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2017/2018, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION**

The Town Clerk highlighted the current position of the Health and Safety budget and the Staff Training Budget with particular regard to the training needs that had been identified through the Performance Appraisal system (which were to be considered later in the meeting).

**S.150.2 RESOLVED to vire £5,000 from the Staff Contingency budget to the Staff Training budget .**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously

**S.150.3 RESOLVED to recommend to Full Council that adequate provision for staff training is made in the budget process for 2018/2019.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously

**S.151 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK REGARDING RECRUITMENT TO VACANT POSTS AND AGREE ANY APPROPRIATE ACTION**

The Town Clerk reported that, following two days of interviews, the two Amenities Technician posts had been offered and accepted by the candidates. She was hopeful that the resulting team would be a good blend of experience and different areas of expertise. The Chairman commented that she was very pleased with the appointments.

The Committee Support Officer post had been offered as instructed by the Committee but had not been accepted. This would necessitate the process of recruitment and selection in accordance with Council policy. The Town Clerk was away on annual leave for two weeks at the end of September and attending a conference in Leicestershire in October; it was unfortunate that the post would not be able to be filled more quickly.

**S.151.2 RESOLVED to extend the informal arrangements with Mr Rickard and Mrs Kirkham until the Committee Support Officer post had been filled**

Proposed by Councillor Godolphin  
Seconded by Councillor Dalley

On a vote being taken the motion was approved unanimously.

**S.152 TO APPROVE THE ATTENDANCE OF THE FINANCE AND ADMINISTRATION OFFICER AT FREE SCRIBE ACCOUNTS TRAINING AND AUTHORISE TRAVEL EXPENSES FROM THE STAFF TRAINING BUDGET**

The Town Clerk referred to training needs identified for the Administrative Assistant and requested that the training was also made available to this member of staff (there would be no additional cost). She noted that a report regarding the Council's Finance Software System was to be considered by the Full Council that evening; the need for the Scribe training would depend on the Council's decision.

- S.152.2 RESOLVED** **to approve that the Finance and Administration Officer and Administrative Assistant attend the free Scribe training with travel expenses authorised from the Staff Training budget (dependant on the Council's decision on a future Software Accounting System).**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

**S.153 TO RECEIVE THE SOUTH WEST COUNCILS' AUGUST NEWSLETTER AND APPROVE ANY APPROPRIATE ACTION**

- S.153.2 RESOLVED** **to receive the South West Councils' August Newsletter.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

**S.154 TO RECEIVE THE INSTALLATION CHECKLISTS FOR HORTICULTURAL EQUIPMENT SUPPLIED BY NIGEL REAFFERTY GROUND CARE**

- S.154.2 RESOLVED** **to receive the installation checklists for horticultural equipment supplied by Nigel Rafferty Groundcare**

Proposed by Councillor Winter  
Seconded by Councillor Pearce

**S.155 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

**S.155.2 RESOLVED to exclude the Press and Public due to the confidential nature of the business to be discussed**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

**S.156 TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR THE**

- a) Amenities Technicians**
- b) Amenities and Projects Officer**
- c) Administrative Assistant**
- d) Town Clerk**

Councillors considered the performance appraisals for each employee in turn.

**S.156.2 RESOLVED to receive the Performance Appraisal for Mr Dodd.**

Proposed by Councillor Godolphin  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.156.3 RESOLVED to receive the Performance Appraisal for Mr Piper.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

**S.156.4 RESOLVED to receive the Performance Appraisal for Mr Webb.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

**S.156.5 RESOLVED to receive the Performance Appraisal for Miss Negus.**

Proposed by Councillor Mrs Dalley

Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

**S.156.6 RESOLVED to receive the Performance Appraisal for Ms Mugford.**

Proposed by Councillor Winter  
Seconded by Councillor Collins.

On a vote being taken the motion was approved unanimously

Councillors agreed that the Council was very lucky to have such a good team led by a good leader and commented that it had been a very challenging year. It was also agreed that the challenges would continue next year as the Council took on new responsibilities.

**S.157 TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE**

- a) Amenities Technicians**
- b) Amenities and Projects Officer**
- c) Administrative Assistant**
- d) Town Clerk**

Councillors considered the training needs that had been identified through the performance appraisal process within the context of the Council's new services and responsibilities in the year ahead.

**S.157.2 RESOLVED to approve the provision of continued Health and Safety training and Supervisory training for Mr Dodd with expenditure authorised from the Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

**S.157.3 RESOLVED to approve the provision of Horticultural training for Mr Dodd with expenditure authorised from the Devolved Services Green Spaces budget**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin.

On a vote being taken the motion was approved unanimously.



- S.157.4 RESOLVED** to approve the provision of continued Health and Safety and Risk Assessment training for Mr Piper with expenditure authorised from the Staff Training budget

Proposed by Councillor Ms Fox  
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.157.5 RESOLVED** to approve the provision of Horticultural training for Mr Piper with expenditure authorised from the Devolved Services Green Spaces budget

Proposed by Councillor Ms Fox  
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.157.6 RESOLVED** to approve the provision of appropriate training for Mr Webb in the management and maintenance of environmental assets, including sports fields, with expenditure authorised from the Devolved Services Green Spaces budget

Proposed by Councillor Godolphin  
Seconded by Councillor Fox

On a vote being taken the motion was approved unanimously.

- S.157.7 RESOLVED** to approve the provision of training for Mr Webb regarding consultation and community engagement with expenditure authorised from the Staff Training budget

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

- S.157.8 RESOLVED** to approve the provision of ongoing Planning training for Miss Negus with expenditure authorised from the Staff Training budget

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.157.9 RESOLVED** to approve the provision of ECDL training for Miss Negus with expenditure authorised from the Staff Training budget

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

- S.157.10 RESOLVED** to approve the provision of Data Protection Regulation training for Miss Negus with expenditure authorised from the Staff Training budget

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

- S.157.11 RESOLVED** to approve the provision of training regarding Strategic Planning and Business Planning for Ms Mugford with expenditure authorised from the Staff Training budget

Proposed by Councillor Ms Fox  
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

- S.157.12 RESOLVED** to approve the provision of ongoing training regarding national policy, local policy and changes in legislation for Ms Mugford with expenditure authorised from the Staff Training budget

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

**S.157.12 RESOLVED to investigate opportunities for Stress Management Training for all members of staff**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

**S.158 TO CONSIDER THE TERMS AND CONDITIONS OF EMPLOYMENT OF THE**

- a) Amenities Technicians**
- b) Amenities and Projects Officer**
- c) Administrative Assistant**
- d) Town Clerk.**

The Town Clerk reminded the Committee that the Council had resolved to commission a full Staffing Review; this was anticipated to take place in spring 2018 following the devolution of the library service and some green spaces. There were some members of staff that were currently at the top of their pay scale and she urged caution until the Staffing Review had been completed.

Councillors considered the Town Clerk's comments with reference to the NJC pay scales and information that had been provided by Falmouth Town Council.

**S.158.2 RESOLVED**

[REDACTED]

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

**S.158.3 RESOLVED**

[REDACTED]

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

**S.158.4 RESOLVED**

[REDACTED]

Proposed by Councillor Collins  
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

**S.158.5      RESOLVED**

[REDACTED]

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

The Town Clerk left the meeting.

**S.158.6      RESOLVED**

[REDACTED]

Proposed by Councillor Godolphin  
Seconded by Councillor Fox

On a vote being taken the motion was approved unanimously.

The Town Clerk re-entered the meeting.

**S.158.7      RESOLVED**

**to extend the meeting until  
close of business**

Proposed by Councillor Collins  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.159      TO RECEIVE INFORMATION FROM FALMOUTH TOWN  
COUNCIL REGARDING STAFFING STRUCTURE AND LIBRARY  
RESPONSIBILITIES AND MAKE RECOMMENDATIONS TO  
FULL COUNCIL IF APPROPRIATE.**

**S.159.2      RESOLVED**

**to receive the information from  
Falmouth Town Council  
regarding Staffing structure and  
Library responsibilities**

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

**S.160      TO CONSIDER OFFICE OPENING HOURS FOR CHRISTMAS  
2017 AND MAKE RECOMMENDATIONS TO FULL COUNCIL.**

The Town Clerk explained that any leave taken during the  
Christmas period which was not a statutory bank holiday was

taken from each employee's annual leave entitlement.

**S.160.2 RESOLVED**



Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 12.13pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

